

UNITED STATES MARINE CORPS
Marine Corps Air Bases Western Area
El Toro (Santa Ana), California 92709-5001

ABO 10110.6B
1EH/100
6 Jul 90

AIR BASES ORDER 10110.6B

From: Commander
To: Distribution List

Subj: BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Ref: (a) DoDPM, Part 3, Chap 1 (NOTAL)
(b) MCO P1080.35F
(c) MCO P10110.14L

Encl: (1) Rules for Granting BAS
(2) Sample Annual Verification Letter

1. Purpose. To publish and update the procedures regarding the entitlement to BAS within Marine Corps Air Bases Western Area (MCABWA). Enclosure (1) is provided for purpose of giving station commanders a ready reference of rules for granting BAS.

2. Cancellation. ABO 10110.6A.

3. Policy and Procedures. References (a) through (c) provide the basic policy for payment and reporting of BAS for officers and enlisted personnel. This Order amplifies and supplements the information contained therein, and provides information for approving and terminating BAS.

a. BAS Authorization. All enlisted personnel who are residing with their dependents and Gunnery Sergeants and above, regardless of their marital or residency status, are authorized BAS (Comrats). All enlisted personnel not included in these categories may be authorized BAS (Comrats) based on such factors as location of residence, specialized duties, working hours, mess hall capacity and distance to the mess hall. Staff Sergeants may be authorized BAS (Comrats) based on the uniqueness of their supervisory responsibilities. See enclosure (1).

b. Authority for Approval. Comrats is an allowance, not an entitlement; therefore, Comrats shall be requested in writing (on NAVMC Form 10522) before it can be approved, and each application will be considered on a case-by-case basis. Authorization for Comrats commences only on the date and hour the member's request is approved. It cannot cover retroactive periods; however, this does not prevent payment of Comrats from the time of oral authorization, if the oral authority is confirmed promptly in writing. (The term "promptly" is defined as no later than 3 working days after oral authorizations.) This requires a statement to be typed on the NAVMC Form 10522 indicating an oral authorization was given, thus removing the appearance of a retroactive approval. An administrative

oversight and/or failure of authorized approving officials to act promptly and confirm in writing is not justification for paying Comrats on a retroactive basis. Therefore, a delay in processing an application results in a monetary loss to the requesting member.

c. Field Duty. Military pay accounts of officers will be checked for field rations when the period of field duty exceeds 10 days. Enlisted members should have their BAS stopped for any period of field duty greater than 1 day, and be subsisted at government expense.

d. Pro-rated BAS. Pro-rated BAS is authorized for missed meals, when a member (not receiving BAS) is absent from the station, in the line of duty, in a nontravel status, and is required to purchase at least one meal from other than a government mess hall. Appropriated fund mess halls must be used as much as possible while in this nontravel status, i.e., other Marine Corps, Air Force, Navy or Army installations.

e. Special Diets. Mess halls operating within MCABWA offer a wide variety of menu items. Menu development has been programmed for requirements for the average healthy 18-30 year olds. Emphasis has been made to reduce sodium and cholesterol. Members requiring special medical diets, beyond the standard menu, should be hospitalized or separated, if the special diets are required for extended periods of time. Authorizing BAS for members with special diet requirements should only be made after close coordination with, and recommendation by, medical officers, dieticians and chaplains (for religious reason as appropriate).

f. Annual Review. Individual authorization for BAS will be reviewed annually to ensure that the basis for the authorization has not changed. Those personnel no longer meeting criteria for authorization should have their BAS stopped and should be issued a meal card. Annual reviews should be recorded in individual SRB's. Enclosure (2) should be forwarded to the respective station commanders upon completion of the annual review. See paragraph 4c below. Personnel who continue to reside with immediate family members and Staff Sergeants and above are excluded from this annual review.

4. Action

a. Commanding officers of units based at MCABWA activities may authorize BAS (Comrats) for the following:

- (1) Enlisted personnel residing with dependents.
- (2) Enlisted personnel in receipt of temporary additional duty orders per paragraph 3d.
- (3) All Gunnery Sergeants, First/Master Sergeants and Sergeants Major/Master Gunnery Sergeants regardless of marital or residing status.

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b. The Commanding General, Marine Corps Air Station (MCAS) El Toro (Code 1EA) and the Commanding Officers of MCASs Tustin, Yuma and Camp Pendleton shall retain authority to approve all other BAS requests from enlisted personnel (Staff Sergeants and below) at their respective installations. Requests for BAS (Comrats) will be processed as follows:

(1) The Marine requesting Comrats will complete a "Commuted Ration Action Form (NAVMC 10522)," citing the appropriate rule from enclosure (1) and forward it through the chain of command to the local station commander.

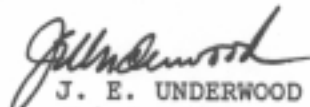
(2) When endorsing requests from Marines or Sailors residing in a station BEQ, the individual's unit commander should consider the means by which the individual will subsist while on Comrats. The Bachelor Enlisted Quarters (BEQ) generally have no kitchen facilities and most cooking appliances are banned from use in BEQ rooms. Furthermore, extended operating hours of station mess halls can usually accommodate individuals on shift work. Explicit consideration of these factors must be made in the initial command endorsement.

(3) The station commander will verify the individual's circumstances and approve/disapprove the request. Requests will be returned through the chain of command.

c. Commanding officers of units based at MCABWA activities will conduct an annual review of BAS authorizations per paragraph 3f. Using enclosure (2), notify the station commander concerned that the review has been accomplished and what the results were. This report is due NLT 31 March of each calendar year.

d. Activity or Station Orders in conflict with this Order will be cancelled/revised as applicable.

5. Concurrence. The Commanding General, 3d Marine Aircraft Wing and Commanding Officers, Marine Aircraft Group 46 and Combat Service Support Detachment 14 concur in the provisions of this Order.


J. E. UNDERWOOD
Chief of Staff

DISTRIBUTION: MCABWA: A less 1AO, 1BF
3d MAW: LIST 4 A, B

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RULES FOR GRANTING BAS

R U L E	IF THE MARINE		AND		THEN	
1.	joins for duty under PCS Orders		resides with immediate family members (spouse and/or children)		comrats may be authorized	
2.			resides in barracks		comrats not authorized except exceptional cases	
3.	is single or unaccompanied and resides in barracks or off base		is a continual shift worker and no mess hall available to accommodate needs		comrats may be authorized	
4.			is a continual shift worker and a mess hall is available to provide support		comrats not authorized	
5.			is authorized to reside off-base due to inadequate or quarters not available		comrats may be authorized	
6.			religious affiliation restrictions are beyond capability of mess hall and written approval received from dietician/chaplain		comrats may be authorized	
7.			dietary restrictions are beyond capability of mess hall and written approval received from medical officer		comrats may be authorized	
8.			is TAD more than 60 percent of time		comrats may be authorized	
9.	is hospitalized		entitlement to comrats or BAS was in effect prior to hospitalization		pays cash for meals or elects comrats/BAS stoppage or <u>pay checkage</u>	

ENCLOSURE (1)

6 Jul 90

R U L E		
	IF THE MARINE	AND THEN
10.	is TAD away from the permanent duty station	not exempt by unit deployment program comrats authorized
11.	is assigned to duty engaged in maneuvers, field exercises or combat	is receiving comrats or BAS. stop comrats or BAS on first day of field duty
12.	is assigned to or administratively attached to a deployed unit under the UDP	entitlement to comrats or BAS was in effect prior to the unit deployment or attachment. stop comrats or stop BAS (These personnel are SIX as unit messing is essential)
13.	is on duty at permanent duty station and not receiving comrats	performs duties that require absence from permanent duty station which prevents them from eating certain meals in mess hall. prorated BAS authorized (use DD1475)
14.	is on duty at permanent duty station and is receiving comrats	supplemental BAS authorized (use DD1475)
15.	is on duty or assigned to a duty station under emergency conditions.	mess not available and CMC approved the emergency ration rate. emergency BAS authorized
16.	is on duty or assigned to a duty station with no government mess hall.	mess hall is, in fact, not available and CMC approved the BAS ration rate BAS at the SIX available rate is authorized. (Member cannot purchase meals in a mess hall.)
17.	joins for duty under PCS Orders	is a GySgt or above comrats may be authorized

ENCLOSURE (1)

6 Jul 90

SAMPLE ANNUAL VERIFICATION LETTER

From: Commanding Officer, _____
 To: Commander, Marine Corps Air Bases Western Area (AE)
 Subj: ANNUAL REVIEW OF BASIC ALLOWANCE FOR SUBSISTENCE (BAS)
 AUTHORIZATION
 Ref: (a) ABO 10110.6B

1. Per the reference, the subject review of BAS authorization procedures was accomplished on _____ (date) _____.

2. The findings of the review are as follows:

a. The following single/unaccompanied Marines qualified for comrats under the cited paragraph:

<u>Name</u>	<u>Rule #</u>	<u>UD# Comrats Start</u>
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b. The following single/unaccompanied Marines were receiving comrats, but their qualification has lapsed; comrats have been terminated.

<u>Name</u>	<u>UD# Comrats Stop</u>
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ENCLOSURE (2)

UNITED STATES MARINE CORPS
Marine Corps Air Bases Western Area
El Toro (Santa Ana), California 92709-5001

ABO 10110.6B Ch 1
1EH/110
7 Jun 91

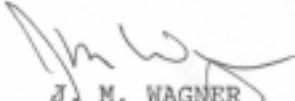
AIR BASES ORDER 10110.6B Ch 1

From: Commander
To: Distribution List

Subj: BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Encl: (1) New page insert to ABO 10110.6B

1. Purpose. To transmit a new page insert to the basic Order.
2. Action. Remove page three of the basic Order and replace with the corresponding page contained in the enclosure.
3. Change Notation. The signature block denoted by an asterisk (*) symbol contains a change.
4. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


J. M. WAGNER
Chief of Staff

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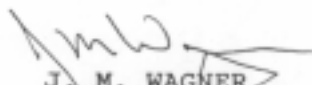
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Ch 1 (7Jun91)